



State of Arizona  
Department of Education

## Secondary Content Areas Transcript Review

### NCLB Sec.9101(23)(B)(ii)

If a teacher is using the 24 semester hours as the option to meet highly qualified requirements, it is up to the LEA to review the transcripts the teacher has submitted to them. In order for coursework to be considered, it must be at least a 100 level or above class in the specific content area. Both graduate and undergraduate coursework is acceptable. It is recommended that the content coursework have the specific content area coding prefix; for example, an English class may be coded ENG, EN, or ENGL ; a Math class may be coded MA, MAT, or MATH; a History class may be coded as HIST, HI, or HIS; and a Biology class may be coded as BIO, or BIOS.

Many colleges and universities use different coding system for similar coursework, so the course may have a different prefix depending on where the teacher earned the degree. An LEA may count up to four (4) semester hours of credit with a prefix outside the content area as long as the documentation provided clearly illustrates that the majority of the course content focused on the content area. For example; English classes may be coded as Composition (COMP), Linguistics (LING), or Literature (LIT); Math classes may include Statistics (STP); Biology may include Botany (BOT), Plant Biology (PLB), or Microorganism (MIC).

If there is a need to use a different prefix to attain the 24 semester hours, a course description will need to be supplied by the teacher. Ultimately, the decision is left up to the LEA, with the understanding that if there is a need to monitor Highly Qualified Status by the Arizona Department of Education, that the LEA will be able to provide sufficient documentation and justification as to why that coursework was acceptable.



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